



INSTRUCTIONS FOR FIRE SUPPRESSION PERMIT APPLICATION

To install or alter any type of fire suppression system in a building regulated by the Ohio Building Code and located within Columbus City Limits, the installing contractor shall be certified by the State Fire Marshall's Office, shall be registered by the City of Columbus, and shall obtain a Fire Suppression Permit from the City of Columbus, Building Services Division by submitting documents as follows:

Submit to The Building Services Division Information Counter at 757 Carolyn Avenue:

1. Four (4) copies of fire suppression drawing with information required by The Ohio Building Code. Drawings shall bear the signature and identification number of an Ohio Certified Sprinkler System Designer or the seal of the Ohio Registered Architect or Engineer who designed the system per The Ohio Building Code. For limited area sprinkler systems, submit three (3) copies of fire suppression drawings. An additional submittal to the Fire Prevention Bureau is not required for a limited area sprinkler system
2. One (1) completed Fire Suppression Permit Application (PW-9).
3. Check for permit fee made payable to Columbus City Treasurer.
For calculation of fees, see The Building Services Fee Schedule.

Submit to the Columbus Division of Fire, Fire Prevention Bureau at 3639 Parsons Avenue. (No submittal to the Fire Prevention Bureau is required for Limited Area Sprinkler Systems):

1. One (1) copy of Fire Suppression drawings, etc. as described in (1) above.
2. Contact the Fire Prevention Bureau for additional requirements including application and fee schedule (614) 645-7641.

Plan review by The Building Services Division takes a minimum of two (2) weeks from the time submitted to issuance of a Fire Suppression Permit. The permit clerk will call the submitting Fire Suppression Contractor when the Fire Suppression Permit and approved drawings are ready for pick-up.

For non-Fire Department related questions call:

Contractor Registration	(614) 645-6083
Fees and Licensing/Cashier	(614) 645-6090
Status and Processing	(614) 645-6079
Plan Review/Technical Questions	(614) 645-7943

Issuance of a fire suppression permit by The Building Services Division does not include review by the Columbus Fire Prevention Bureau. The Fire Prevention Bureau will contact you directly regarding any issues relative to the Columbus Fire Prevention Code and may deny occupancy of the building if issues are not resolved.

For Fire Department related questions call:

Fire Prevention Bureau	(614) 645-7641
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